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*By*

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TO MY WIFE

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## FOREWORD

Though I cannot pretend that I can lay any claim to Library Science or librarianship, I am one among the increasing millions of book-lovers. The number of persons in our country who read for pleasure or as aids to occupational or professional achievements is steadily growing, but at greater pace books are being multiplied. There are occasions when a reader is at a loss to find a book containing material he is searching for. I have found myself in this quandry on a number of times, and this is true of most readers who are out to discover from books a development of some obscure idea or an exposition of some difficult and knotty problems. Very often, the reader has a rudimentary knowledge of the subject which he wants to study in detail or some particular aspect of which he is seeking enunciation or explanation. Libraries are repositories of human achievement and human knowledge. What is difficult for the reader is to locate what he is after and, left to himself, his quarry often leads him to many a barren pursuit. It is not sufficient to introduce a reader to the book-shelves or to the card catalogue. A competent Librarian is the only guide who can rescue the reader from a bewildering maze and help him in locating the proverbial needle in the haystack of books. The solution for the difficulty now rests with the Librarian and very often he is faced with a challenge to his metier. A Librarian, howsoever experienced and talented, is not expected to be a scholar in every branch of Science, nor is he a person who has read most of the books in his Library. This is an impossible task. What a Librarian, however, does and should know is a clue which leads him to the particular book or books dealing with the obscure subject on which the reader is seeking information. A

man well-up in librarianship possesses the keys to numerous subjects which have been covered by the books in his Library. It is his knack, hording on versatility which enables the reader to get directly to the subject without wasting time and labour on what, but for the Librarian, might turn out to be a wild-goose chase. The function of a Librarian is not merely to keep a record of the books received on different subjects but also to know with what subject a particular book deals. On numerous occasions I had to make request to competent Librarians and explain my difficulties to them regarding some obscure matter. With uncanny insight, they have always put their finger on the topic in the relevant books on the subject. I find the author of this book particularly gifted in this matter. It is very gratifying that in a readable book he has condensed his experiences and has enabled the novice and the less experienced librarian to equip himself in librarianship. I have gone through the manuscript and I find that the book is very useful and instructive for younger librarians. The way in which the Librarians of different types of libraries are inducted in their respective library practices is commendable. The Chapter on Bibliography is exceedingly useful. The last Chapter on the Care of Books contains very valuable suggestions for protecting a rich treasure from the depredations of destructive insects. I consider the book a *multum in parvo*. Shri Gujrati has condensed much in a small compass.

Public libraries in our country must grow and their growth is necessarily wound up with good librarianship, and the learned author of this book has made a praiseworthy contribution to an imperative need.

TEK CHAND

14th September, 1963

Retired Judge, High Court,  
Punjab, Chandigarh.

## INTRODUCTION

The book seeks to give the students a simple, elementary and logical introduction to some aspects of librarianship, as they apply to libraries. The stress is on the understanding of the basic principles of librarianship. Working librarians may also find it useful as a Reference Guide.

It incorporates different points of view and methods about books, libraries and librarianship. It also deals with different types of library service as applied to school, college, public and University libraries. The book is intended to indicate the elementary principles and practice, necessary to make book selection on an organised basis. The elements of Reference service are also examined. An attempt has been made in the mention of the uses of various standard works, which should be useful to all library assistants. A chapter on Bibliography has also been included to emphasise its practical utility in daily library practice. History of "Early Printing in India" has also been added for the benefit of those who are interested in the subject. Documentation and librarianship are also dealt with but very briefly. Lastly the volume contains a chapter on the preservation of library material. In short the problems of librarianship are considered from a general angle.

It is with these objects, that I have attempted to bring out a very small volume on the subject. How far I have been able to succeed, is for the students of library science to judge.

I am grateful to all the writers and publishers of books and periodicals which have been referred to in this book.

and thankfully acknowledge their valuable references and citations, especially to Prof. Harry Zohn, Brandeis University, Waltham, Massachusetts, and Editor 'Saturday Review' for giving permission to reproduce the articles "Thanks to Books" and "Books and People". I will be failing in my duty if I do not acknowledge my debt of gratitude to the Director, National Library Calcutta for according permission for the reproduction of the article "Early printing in India—a compilation".

B. S. GUJRATI

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hour and suddenly you are gripped, your breath mingles with another's breath, as though the warm, naked body of a woman were lying next to yours. And as you carry it away to your lamp, the Book, the happily chosen one, glows with an inner light. Magic has been done ; from delicate dream clouds arises phantasmagoria. Broad vistas open up and your senses fade away into space.

Somewhere a clock ticks. But it does not penetrate into this time which has escaped from itself. Here the hours are measured by an other unit. There are books which have travelled through many centuries before their words came to our lips ; there are new books, born only yesterday, just yesterday begotten out of the confusion and distress of a heedless boy. But they speak with magic tongues, and one like the other smooths and quickens our breathing, and as they excite, they also comfort ; as they seduce, they also soothe the open mind. Gradually you sink down into them ; you experience repose and contemplation, a relaxed floating in their melody in a world beyond this world.

You pure leisure hours, transporting us away from the tumult of the day ; you books, truest and most silent companions ; how can we thank you for your ever-present readiness, for this eternally uplifting, infinitely elevating influence of your presence. 'What have you not been in the darkest days of the soul's solitude' ? In military hospitals and army camps, in prisons and on beds of pain, in all places, you, the eternally wakeful, have given men dreams and a hand's breadth of tranquillity amidst unrest and torment. God's gentle magnets, you have always been able to draw out the soul into its very own sphere when it was buried in everyday routine. In all periods of

gloom you have always widened the expanse of our inner horizon.

Tiny fragments of eternity, mutely ranged along an unadorned wall, you stand there unpretentiously in our home. Yet when a hand frees you, when a heart touches you, you imperceptibly break through the work-a-day surroundings, and as in a fiery chariot your words lead us upward from narrowness into eternity.

"STEFAN ZWEIG"



## CHAPTER II

### BOOKS AND PEOPLE

If someone had asked me in my early youth whether I would prefer to associate only with people or only with books, I would surely have declared myself in favour of the latter. Later this changed more and more. Not that the experiences I had with people were so much better than those I had with books ; on the contrary, even today I encounter entirely pleasant books far more frequently than entirely pleasant people. But the many bad experiences I have had with people have nourished my life's marrow in the way that the most exquisite book could not, and my good experiences with them have turned the earth into a garden for me.

On the other hand, no book can do more for me than transport me to a paradise of exalted spirits, where my heart of hearts never forgets that I am not permitted to stay for long and that I cannot even desire such permission. For, and I must say it right ont to be understood, my heart of hearts loves the world more than it loves the intellect.

True, I am not as fit for living with the world as I would like to be ; again and again I fail in my dealings with it ; again and again I fall short of what it expects of me, and part of the reason is that that I am so bound to the intellect. In a way, I am as much bound to myself;

but I do not really love myself. Actually, I do not love this one that has seized me with its celestial claw and holds me fast, but the thing over there that keeps coming up and holding that a few fingers to me, the "world".

Both of them have gifts to distribute. The intellect gives me its manna, books ; the world has dark bread for me on whose crust I loosen my teeth and with which I am never sated : people. Oh, these muddle-heads and ne'er-do-wells, how I love them ! I respect books—those that I really read—for too much to be able to love them that way. But in the most respected living person I always get a bit more to love than to respect, always a bit of this world, which is simply there in a way that the intellect can never be there.

True, it is above me and "exists", but it is not there. It hovers over me powerfully and talks down at me with its exalted words, the books ; how magnificent, how uncanny ! The world of men, however, needs only to smile its mute smile and I cannot live without it.

It is mute, for all the talk of people does not add up to a word such as I derive from books time and again. And I put up with all that talk in order to be able to hear the silence that comes through the muteness of created things. But it is that of HUMAN creatures ! Which means, that of mixture. Books are pure, people are mixed ; books are spirit and word, pure spirit and purified words ; people are put together out of talk and muteness and the muteness is not that of animals, but that of men, and lo, out of the human muteness behind the talk the spirit whispers to you, the spirit of SOUL. This, this is the beloved.

There is an infallible test. Try to imagine a primeval situation in which you are alone, all alone on earth, and you could get one of the two books or people. Yes, I can hear some praising their solitude ; but they are able to do that only because there are people in the world, even though far away in space. I knew nothing of books when I sprang from my mother's womb, and I want to die without books, with a human hand clasping mine. Now to be sure, I sometimes close the door of my room and surrender to a book, but only because I can open the door again and see a human being looking up at me.

"MARTIN BUBER"

Translated from The German by Dr. Harry Zohn of Brandeis University. Reprinted with permission.

### CHAPTER III

### LIBRARIES AND LIBRARIANSHIP

If the history of libraries is studied carefully, it will be discovered that it is as old as civilisation and human culture. In ancient times, books in libraries were written on tree leaves, pieces of stones, clay tablets and animal skins. An eloquent testimony in support of this statement is available in the ruins of Nalanda, Taxila, Egypt and the Mesopotamian valley. Books were preserved like gold and silver in old days. They were protected against two enemies i.e. human vandals who took delight in mutilating them, and white ants or other insects. Ancient libraries were generally owned by Kings and heads of religious foundations. But there is a great difference between the libraries of old and those of present days.

New libraries are direct incentive to the development of educational, social and cultural activities. They contribute a lot to the awakening of public interest in day-to-day affairs by facilitating mutual exchange of knowledge among different sections of people. This goes a long way in annihilating the chief enemies of democracy, apathy and ignorance. In the words of Dr. Ranganathan "Libraries are not mere store houses, they are rich springs from which knowledge flows out to irrigate the wide field of education and culture."

The librarian, who in the past used to be merely a care-taker, is now a social worker responsible for helping

the people in their educational and cultural advancement. The idea of a Librarian as a care-taker is now becoming extinct. He is now required to know a good deal about books. His primary duty is, in the widest possible sense of the phrase, to save the time of those, who seek his services. The librarian of a modern library must be a good linguist and also a good administrator. He should be able to exercise a strict and personal supervision over the library staff. He should have a knowledge of the history of libraries and the history of book-selling. He should be well paid. He should always be accessible. He should attempt to be a librarian and nothing else. He should widen the sphere of his influence in his area and be a person of worth and dignity in the community. The library over which he presides should be a radiating source of light and knowledge to the community he has to serve.

Librarianship has been regarded as an easy existence, but it is not so. The life of the librarian is a hard one. His work never relaxes and demands careful and broad scholarship. His life is wholly devoted to the service of his fellow men. He wants to help people in different department of life viz. art, science, technology, industry, etc. He has to understand the objectives and ideals of service, how a modern library has to be run and what methods and equipment are suitable for particular purposes. Building the library in the community is a continuing job and an important one for him. His is a specialised profession. It calls for sound general education and culture, adequate technical training and knowledge of the theory and practice of librarianship.

It must be admitted that at present, a librarian has limited opportunities of further advancement. The profession must offer him a rewarding career and recognise the importance of his status in life. Suitable persons will be attracted to the profession only if they are offered good conditions for personal advancement.

"Librarianship may not help to develop in the immediate future a professional science equally effective for selecting from its recruits those who are really intellectually competent for the professional guidance of the library. But it may expect, at least, to become more nearly able to do this successfully than it has been in the past. And, certainly, when it has generalised and systematized its professional knowledge it will for the first time be able to distinguish between those who are fitted to carry on effective investigations and those who clearly are not. An ability to count and even that of computing a probable error and not the only qualifications which will be required if the more pressing problems of librarianship are to be solved." <sup>1</sup>

1. Butler, Pierce. Introduction to Library Science. University of Chicago Press, 1961. Page 113.

## CHAPTER IV

### BOOK SELECTION IN PRACTICE

In plain words "book-selection" means "selecting books for a library". It is an art and requires personal knowledge of many factors and professional experience. The purpose of book selection is 'to provide the right book for the right reader at the right time'. The responsibility of a librarian is, therefore, to build up an excellent collection of material in his library. He should see that new books are added promptly and continuously.

Drury gives the following process in his book which is based on a summarised outline in McColvin, L.R. "The theory of book selection for public libraries".

"A demand exists for a subject by a certain people in a community and the book selector becomes aware of this subject. He evaluates the subject and also considers the variety of the demand. He then calculates how far his existing resources satisfy the subject and the demand not only in his own stock but in nearby and special book selection. After estimating the kind of additional information, he determines the sort of book which will supply the required information. He secures the book or books, using the methods of acquisition in practice in his institution." <sup>1</sup>

1. Drury. Book Selection. Chicago, A.L.A., 1930. Pages 1—2.

### ROUTINE INVOLVED IN BOOK-SELECTION

In our country, different routines are adopted for book-selection. In college libraries, the Heads of departments make selection and the Principals approve the purchase. In public libraries the librarians search the book world for new additions and books are approved by the library Advisory Committees. In some cases the librarians of State libraries are empowered by the Finance Department to make purchases to the extent of certain amount. In universities, the selection is made by the heads of Teaching Departments. A faculty Committee or library board is found in most universities. This is intended to serve in an advisory rather than in an administrative capacity. Such boards advise in the allocation of library grants to various departments and support proposals for increased book funds and for the extension of library service. Of course, efficient librarians play an important role on all such Committees. Specialists are also nominated on the Committees and act only in an advisory capacity.

In Public libraries suggestions from readers are also considered by the Committee. After the selection, the books are ordered from the approved firms. The routine involves considerable care and labour.

### BOOK SELECTION AIDS

The following sources are helpful in book-selection. Review of books appear in standard newspapers and literary periodicals, trade journals and publications. The librarian's attention is particularly drawn to these reviews. Mr. Frank Gardner has very ably surveyed



the contemporary reviewing practice in the Library Association Record, Vol. 40, pp. 158—160, in which he compares Books reviewing and literary Criticism as under: "When reviewing becomes a creative art, it turns into literary criticism" and "Book reviewing is intended only to inform, criticism to edify."

Book Review digest, Wilson Bulletin, Book-list, Whitaker's current literature, the Librarian, the Library World, Books Abroad, Books from the U.S.A., Books to Come, British Book News, Times Literary Supplement, Technical, Book Review Index, Publishers' catalogues, Standard catalogue for Public libraries etc are some of the publications which give very valuable information about British and American books.

There are numerous whole-sale dealers in India who are importers of foreign books. The names of Allied Publishers, Asia Publishing House, MacMillan and Co., Newman & Co., Calcutta, Thacker Spink and Co., Lyall Book Depot, Oxford University Press, Atma Ram and Sons and others are popular in all big and small libraries.

Newspaper and periodicals such as Eastern Economist, Current Science-Bangalore, Indian Librarian, Modern Review, Indian Journal of Economics, Times of India, Hindustan Times and Hindu-Madras are also good guides in book-selection.

British National Bibliography, London, Cumulative Book list, Cumulative Book Index, Books in Print are some of the National and Trade bibliographies that can be helpful in book-selection of current literature. The National Bibliography is a unique guide for Indian

publications. Subject Bibliographies like subject Index to Books in Print by Bowker, are also useful.

For periodicals, the librarians should consult Willing's Press guide, London, Newspapers Press Directory, London, World List of scientific periodicals, Annual Report of the Registrar of Newspapers for India and Guide to selecting Newspapers and periodicals in India published by the Manager of Publications, Delhi.

The list of classified Indian Govt. documents and publications of the Central and State Governments in the Indian National Bibliography, and the catalogue of civil publications to the Govt. of India issued by Manager of Publications, Consolidated list of Govt. publications (Annual) issued by London, H.M.S.O., United Nations Documents Index are also good guides for selecting library material.

#### EVALUATION OF BOOK SELECTION

There is no established formula to evaluate a book collection, but the assistance of subject specialists in the local community can be sought to suggest the books in their fields. The appropriate bibliography or a standard catalogue of books can be helpful in making the book collection. Evaluation of the bookstock should be done regularly.

Dr. Wellard gives the following processes for investigations :—

1. What proportion of the population of any given community uses the public library ?
2. What social groups do these users belong to ?

3. What sources of reading are there in community other than the public ?
4. What subjects are most read ?
5. What subjects are readers most interested in ?
6. What groups and individuals read what books ?
7. What titles are read and by whom ?

The following principles should be generally observed while making best selection of books :—

1. The financial aspect must be kept in mind so that the purchases are made within the funds available.
2. Books should be selected after ascertaining the potential reading interests of the community. Mrs. Fairchild says, "The function of the library is the development and enrichment of human life in the entire community by bringing to all the people the books that belong to them."
3. Books should be selected without any personal opinions, religious or political bias.
4. Actual demand should be given top priority but reasonable demands may be anticipated which may be expected upon the library resources.
5. Books having value should be selected. McColvin defines "value" as the force tending to the development of mind, the enrichment of experience, and the promotion of the understanding and sympathy.
6. The demand should be evaluated as far as possible.
7. Books of permanent value whether they are in immediate demand or not should be selected.

8. Duplication of the standard books may also be made freely.
9. Good fiction should also be added as it is sometimes very useful for educational and recreational purposes. Classics must be added.
10. The library should also select all material on or about the locality, by local authors printed or published locally. Such literature should be placed in the reference section of the library.
11. The importance of good paper, type and illustrations for books should be reviewed carefully and given preference to others. Illustrations should be graphically truthful.
12. Latest edition of Technical and scientific books should be purchased and the librarian should be in touch with the book services.

Finally in every library service there exist three factors in the selection of books. These are, the quality of books, the number of readers and the library grants available. All these three factors are indispensable and inter-dependent.

#### SUPPLEMENTARY READINGS

Bonny, H.V. Manual of practical book selection for public libraries. London, Grafton, 1939.

Drury, F.K.W. Book selection. Chicago, A.L.A., 1930.

Mukerjee, A.K. Book selection and systematic bibliography. Calcutta, World Press, 1960.

Indian Librarian, Vol. 14., No. 1, June 1959. Pages 10-11.

## CHAPTER V

### LIBRARY TECHNIQUES

#### (ACCESSIONING, CLASSIFICATION, CATALOGUING AND LIBRARY HANDWRITING)

Library techniques mean technical processes, usually accessioning, classification and cataloguing. These operations assume special importance in library work. Library technique in an effectively operated library provide prompt flow of work, economic routine, simple but adequate forms and proper use of equipment. Poor technical facilities have frequently been the primary reason for a library failure to provide effective service.

Library techniques should therefore be constantly scrutinised from the point of economy and efficiency in the library organisation.

Accessioning : The aim of accessioning is to record the history of any book from the time it arrives in the library to the period of its withdrawal. Accession register is simply a book in which every book is entered as it arrives in the library. The books are numbered progressively, as they are added to the library stock. The number given to volume according to its entry in the Accession Register is called Accession number.

The entry of a book into the accession register is the first step in the process through which every book must pass from the moment it arrives in the library until it is put in its correct place on the library shelf.

The information required to be recorded in the Accession Register is—

1. Date (2) Number (3) Author—the individual or the corporate body responsible for the writing of the book. (4) Title—entry under some word or words of book's title. (5) Publisher (6) Place (7) Year (8) Pages (9) Binding (10) Source (11) Price (12) Vol. or copy. (13) Class No. and Book No.

When the book is entered in the Accession Register, the Acc. No. must appear on the back of the title page. The library ownership is also signified by stamping a name-stamp of the library, on the title page and also on a secret page which is determined by the librarian. Sometimes an embossing stamp is used which makes a relief impression without ink.

The next step is pasting of book-plates, slips and pockets on the books. It is a simple matter, but those who do it should be careful to make neat job of it by seeing that the minimum of paste is used, and any surplus wiped off before the book is closed. A book issue card is fitted into the pocket. The classification number and book number, Accession number, author and the title is written on it. The cards are of various sizes, but 4" x 2" is the usual size.

Edge-cutting is often not required as most books are published with their edges trimmed and the folds or bolts are removed. In cases where this is not done, bone paper knife should be used, and it is necessary to point out to all beginners that the fold which ends at the spine of the book must be cut to its full length, otherwise the uncut portion will tear in a most unsightly way when a book is

opened for reading. It may be noted that ordinary ink for book lettering is undesirable. Speed and accuracy of book accessioning is essential in a good library. The work of accessioning books is an important part of library routine and it should be in the hands of an experienced and trained person. The form recommended for this purpose should be used.

Accession register helps in the preparation of Annual Report indicating the number of volumes in stock, number of volumes in each department of branch, number of books added into the library from time to time and the number of books withdrawn from the stock during the given period. It also contains the whole stock of the library and in the even of destruction of a library by fire etc., it alone can reveal the contents of the library and value of stock. The accession register is used for stock-taking purposes if maintained in the shelf order of classification. It is also very useful for investigating books on the shelves.

Where handwriting varies in legibility and tidiness, a simplified form on the loosed-leaf ledger with similar columns is used with a typewriter. This is quicker, neater and easier to work with. Whatever form of register is used, accuracy of entries is imperative.

### CLASSIFICATION

The word classification comes from the Latin classics, a term used in ancient Rome to distinguish any one of the six orders or classes into which the people were grouped according to their wealth and importance. There has been many variations of the meaning of the word

class since Roman times, but when the librarian uses the word 'Classification' he means the work of sorting and arranging the material, books, manuscripts, documents, prints, with which he is to deal with.

If a book is to be used in the library, it must have its own special place so that the reader and librarian can find it easily on shelves. Classification is the life of the library and if the books are not classified—it means the books are kept in haphazard manner. A library is therefore distinguished from a storehouse of books by the fact that it has a machinery which places the information, the books contain at the finger-tips of any enquirer. The main spring of this machinery is classification.

Classification is a process by which we group things according to their likeness and separate them according to their differences. Applying this to books, each group including as nearly as possible, all the books treating of a given subject, are put together in a particular form.

The object of classification is to make available to the readers, in one place, all the books, the library has on the subject. It surrounds them with other books on related subjects. It also introduces the readers who go to shelves for one particular book, to others on the same subject. It helps the readers for searching particularised information. It expedites the periodical surveys of library bookstock which is necessary to keep it abreast of the times. It has a personal virtue also for those who are in contact with it in their life, as it assists the process of mental observation and reasoning. Most of the readers prefer to browse among the books rather than to depend



on the card catalogue. Therefore it is essential that there should be some kind of group arrangements.

It is not easy to pin down the subject of the book. The best method is to learn classification by actual practice under proper guidance. It demands qualities of mind and also skill attainable through professional training and experience.

The following basic rules should be followed :—

1. The book should be placed where it will be most useful according to its basic subject.
2. Give a book one special number. One book cannot have more than one number.
3. When a book deals with more than one subject, the class should be determined by the more important topic of the two or more topics. Analytic cards are necessary for the others.
4. When a book deals with more than three sections of a division, classify it according to its specific sections i.e. a book with five chapters, Maths., Astronomy, Physics, Chemistry and Geography will be classified under pure science.
5. When after a certain stage, division by subject is not possible, language, form date of publication and such other characteristics of the book should be taken into consideration for further division, giving the first preference to the important one.

There are number of systems in existence as under :—

1. Expansive classification of C. A. Cutter.
2. Subject classification of J. D. Brown.
3. Bibliographic classification of Bliss.
4. Cheltenham classification.

5. Ranganathan's Colon classification.
6. Decimal classification of Melvil Dewey.

In our country, the most widely used systems are the Decimal classification by Melvil Dewey and Ranganathan's Colon Classification.

The most common system, is the Dewey Decimal which assigns a number to each book. It divides knowledge into 9 main classes, with tenth class covering works so general as to belong to no one of the 9 main classes.

These 10 main classes are as follows :—

000 GENERAL WORKS	160 Logic
010 Bibliography	170 Ethics
020 Library economy	180 Ancient Philosophers
030 General encyclopedias	190 Modern Philosophers
040 General collected essays	200 RELIGION
050 General periodicals	210 Natural theology
060 General societies, Museums	220 Bible
070 Journalism, Newspapers	230 Doctrinal, Dogmatics, Theology
080 Polygraphy, Special libraries	240 Devotional, Practical
090 Book rarities	250 Homiletic, Pastoral, Parochial
100 PHILOSOPHY	260 Church : Institutions and work
110 Metaphysics	270 General history of the church
120 Special Metaphysical topics	280 Christian churches and sects
130 Mind and body	290 Nonchristian
140 Philosophic system and doctrines	
150 Psychology	

- |                            |                           |
|----------------------------|---------------------------|
| 300 SOCIAL SCIENCES,       | 540 Chemistry             |
| SOCIOLOGY                  | 550 Geology               |
| 310 Statistics             | 560 Paleontology          |
| 320 Political Science      | 570 Biology, Anthropology |
| 330 Economics, Political   | 580 Botany                |
| Economy                    | 590 Zoology               |
| 340 Law                    | 600 USEFUL ARTS           |
| 350 Administration         | 610 Medicine              |
| 360 Association and in-    | 620 Engineering           |
| stitutions                 | 630 Agriculture           |
| 370 Education              | 640 Home economics        |
| 380 Commerce, Communi-     | 650 Communication, Busi-  |
| cation                     | ness                      |
| 390 Customs, Costumes,     | 660 Chemical technology   |
| Folklore                   | 670 Manufactures          |
| 400 PHILOLOGY              | 680 Mechanic trades       |
| 410 Comparative            | 690 Building              |
| 420 English, Anglo-Saxon   | 700 FINE ARTS, RECRE-     |
| 430 German and other       | ATION                     |
| Tentonic                   | 710 Landscape gardening   |
| 440 French, Provencal      | 720 Architecturo          |
| 450 Italian, Rumanian      | 730 Sculpture             |
| 460 Spanish, Portugese     | 740 Drawing, Decoration,  |
| 470 Latin and other Italio | Design                    |
| 480 Greek and other Hel-   | 750 Painting              |
| lenio                      | 760 Engraving             |
| 490 Other Languages        | 770 Photography           |
| 500 PURE SCIENCE           | 780 Music                 |
| 510 Mathematics            | 790 Amusements            |
| 520 Astronomy              | 800 LITERATURE            |
| 530 Physics                | 810 American              |

820 English, Anglo-Saxon	900 HISTORY
830 German and other Teutonic	910 Geography. Travels
840 French, Provencal	920 Biography
850 Italian, Rumanian	930 Ancient history
860 Spanish, Portugese	940 Modern Europe
870 Latin and other Italic	950 Modern Asia
880 Greek and other Hellenic	960 Modern Africa
890 Other literatures	970 Modern North America
	980 Modern South America
	990 Modern Oceania and Polar regions

Each main class is separated into 10 divisions, and each of which includes ten smaller classes for further subdivisions of the main subject. Decimals make it possible to provide a place for the smallest topic.

#### NOTATION

A book notation is a series of symbols which stands for the names of a class or any division or sub-division of a class, and forms a convenient means of reference to the arrangement of a classification. The notation is an important addition to a classification schedule, since without it classification cannot be kept in order and cannot be applied to books. As classification is the foundation of librarianship, it can be said that notation is the basis of practical classification.

According to Sayers, "A notation is a series of symbols or shorthand signs which stand for the name of a term and with it conveys in classification. It is made up of (i) numbers (ii) alphabets (iii) combination of both numbers and alphabets." Dr. Ranganathan defines 'Notation' as "the system of ordinal numbers used to

represent classes and sub-classes in a scheme of classification".

The purposes of notation are :—

1. To give a symbol for every term in a scheme of classification.
2. To fix the term in the hierarchy of schedules.
3. To enable to represent the subject of the book in a small space on the back of the book.
4. To show the sequence of subjects.
5. To achieve the representation of the various aspects of the subject.
6. To make practical the insertion of new subjects.
7. To facilitate charging and discharging.
8. To facilitate easy arrangement on the shelves.

Sayers observes that the requirements of a good notation should be its simplicity, flexibility, brevity and Mnemonic value.

### CALL NUMBERS

It is necessary to distinguish the book having a number of hooks on the same subjects with the same number. The hook number consists of the first letter or two with author's surname and a number from the cutter table of authors numbers. In most cases the first letter from the title of the book is then added. For instance, Alcott, L.M.'s number is AL 19. Alcott wrote 'Little Women', the class number for which is 823 and the combination of the class number and the hook number is the call number of the book 823. The letter L in the hook number distinguishes the book AL 19 L from the author's 'Good Wives' whose call number is 823 AL 19 G.

## CATALOGUE

A catalogue is a list of the contents of a particular collection of objects and is arranged in some definite order as to facilitate the use of that collection and as a guide to its scope and content. A library catalogue can be a complete catalogue of the whole stock, a catalogue of some distinct part of the stock only *e.g.* a catalogue of the music collection, or a general catalogue of recent addition. It is arranged in a definite order.

The following are the questions that we might expect a library catalogue to answer :—

1. Has the library a certain book by a given author ?
2. What books has the library by a given author ?
3. Has the library a certain book on a given subject ?
4. What books has the library on a given subject ?
5. Has the library a book of a certain title ?
6. Has the library books belong to a certain series ?
7. Has the library books by a certain editor ?
8. Has the library books by a certain translator ?

Library catalogues vary in their degree of fulness.

## FORMS OF CATALOGUE

*Author Catalogue.* The simplest and basically the most useful form of catalogue is that confined to main entries under author, with other references, or added entries from names not used as author entry *e.g.* for translators, editors, joint authors and varying forms or names. For Fiction the Author catalogue is ideal.

If the library possesses more than one book by an author, the author cards are filed alphabetically by the words in the title, which appears just below the author's name. Books are entered under the author's real name,

with a cross reference from his pseudonym (fictitious name under which he writes) if he possesses one.

If a book is by joint authors, the main author card is under the author first mentioned on the title page of the book. Another card is made in the catalogue for each joint author, whose name is written above the main author's name. The government or an association may be taken as the author of a publication issued in its name.

*The Classified Catalogue.* The classified catalogue presupposes the use of a recognised scheme of classification in the particular library, it does not matter which scheme is used, but the success of the catalogue depends upon the soundness of the classification scheme in use. As Dewey is most extensively employed method of classification, it is used for purpose of illustration.

The classified catalogue in itself consists of one main entry per book, and these entries are arranged in the strict order of the classification. By this arrangement under the classification, this form of catalogue automatically brings all books on the subject together. This catalogue complete with its indexes will prove an indispensable tool to both staff and readers. From the staff point of view the classified catalogue offers facilities which a dictionary catalogue can never offer.

*Dictionary Catalogue.* The catalogue is the only serious rival to the classified catalogue. The Dictionary catalogue consists of entries under author, subject, title and series, with added entries or references under editors, translators, joint authors etc., and cross references from subject or from one form of name to another.

There are other forms of catalogues also. The printed catalogue and the sheaf catalogue which are not so common in India.

### **SORTING AND FILING**

Sorting is the process of arranging cards to exact order before they are filed in the catalogue cabinets. To do this the cataloguer puts them first into rough alphabetical or classified groups. If alphabetical, this will probably be by the initial letter of heading. When this is done, the A group will be sub-divided into smaller groups, AA, AB, AC etc. It depends on the number of cards whether a final sorting can now be made in exact order, or whether more group must be formed.

Catalogue filing demands complete accuracy, since a card gets out of order will be lost. The cards should be placed in their correct places in a drawer without the locking rod being removed. A cataloguer should also check the labels and guides to make sure they do represent cards actually in each drawer, and as soon as a drawer becomes too full these must be removed to the next. Proper spacing is most important, since it is impossible to consult cards that are tightly packed together.

### **LIBRARY HANDWRITING**

Typewriter has come to be an essential part of the equipment of even the very small library and typewritten cards and lists are far better than the handwritten ones. For this purpose, use the best typewriter. Much depends upon a good ribbon. Use black colour and change it as soon as it begins to give fading impression. In spite of all that in favour of the typewriter much of the writing of cards in libraries is still done by hand.



When writing cards observe the following rules :—

1. Use only standard library ink (noncopying, black, permanent ink) and let it dry without blotting.
  2. Alphabets. Follow the library hand forms of all letters. Avoid ornamentation.
  3. Size. Small letter should be one space (taking m as the unit). Make all the small letters except f, i, j, k, t, x, and y without lifting your pen from the card.
  4. Make G and Q in one stroke, moving from left to right like the hands of a watch. Begin on the line.
  5. Take special pains with the letters, as, carelessly made, it is easily mistaken for v or y. Make the upper part of B, R, and S trifle smaller than the lower part.
- Figures. Make all figures without lifting the pen. Begin with the horizontal line. Make the upper part of 3 & 8 smaller than the lower part ; 8 is best made by beginning in the centre.
6. Slant. Make letters upright with as little slant as possible.
  7. Spacing. Separate words by space of one m and sentences by two m's leave uniform space between letters of a word.
  8. Uniformity. Take great pains to have all writing uniform in size, slant spacing and blackness of lines.

Most of the instructions given above are also applicable to Hindi and Punjabi cataloguing.

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Harrison, K.C. First step in librarianship. Grafton, 1950.

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Sayer W.C.B. Manual of book classification. 2nd ed. London Grafton, 1944.

## CHAPTER VI

### SCHOOL LIBRARY PRACTICE

The purpose of the school library is to attain the objectives of the educational programme. It concerns with the development of effective methods of thinking, inculcation of social attitudes, acquisition of important information and promoting growth and development among the children.

During recent years the teacher's conception regarding the place of the school library in the educational set up of a country has changed considerably. From the belief that the library is of little importance and is an unnecessary evil, it has changed to the conviction that it is, in fact, one of the most important, if not indispensable, features of the school. There is now, a healthy tendency of laying a greater emphasis on the library than on the traditional way of laying greater stress on the text book. Indeed, in all progressive schools, the library is regarded, next to the teacher, as the most important feature of the school, and steps are everywhere being taken to expand its facilities and to increase its use. In the modern school firmament the library is recognised to be the Master Planet, whereas text books are regarded as mere satellites of the master planet. One of the chief evidences of the growing importance of the school library can be gauged from the anxiety, the departments are showing for the

improvement of the school libraries through their policy of granting State aid to them. Several States have taken steps to establish State Libraries and have entrusted to them the work of stimulating the growth and use of public and school libraries. The teachers also depend upon the library for various types of library services. They collect the necessary material for instructional purposes and attempt to enrich the curriculum of the school. They develop among the students a habit of using books and library tools and meet the reading interests and needs of young people.

### BOOK SELECTION

The function of a school library is to provide a well balanced collection of books for the use of pupils and teachers in classroom and to build up a collection of books for general reading. Therefore the library must provide an ample supply of books for ready reference and also books in different subjects.

Reference books include dictionaries, encyclopedias, atlases, Gazetteers, and hand books of different kinds. The library should also contain books of quotations and anthologies of English, biographical reference books on authors of the present and past and historical reference books. The number of the books in the various subject-matter fields should be adequate to cover every possible subject as religion, inventions, motor cars, sport, swimming etc. The range in fiction should be wide and old writers such as Dumas, Bronte, Scott, Dickens should be represented. Stories have a sure appeal to all types of boys and girls. It is also essential that some well illustrated

books in beautiful editions be included. As for duplication and the buying of supplementary reading texts, each library will have to work out according to its needs. Pamphlets also give valuable materials in these days and should be provided in a school library. In conclusion, to be an effective instrument of education, the school library must contain not only the right books but an adequate number of them.

### LIBRARIAN

A school librarian requires a high standard of education to understand the basic needs of the readers. He should have love of books and at the same time must be familiar with the book stock. He should be able to impart instructions to the pupils in the use of classification system and in the use of catalogues.

Sir Frederic Kenyon, Director of British Museum says :—

“The ideal librarian would be man of Universal knowledge, unlimited sympathies, unexhaustible patience and tact, and an accomplished administrator, and any librarian to be successful at all, must have some share in these qualities, which will enable him to assist and if necessary guide and advice, his clients.”

Since the school librarian is essentially a teacher, schools may give him the title of ‘teacher-librarian’ which is but appropriate. Emma J. Brock has summarised in the

following words the qualifications which a school librarian should possess :—

“The work demands not only careful but broad scholarship. A mere high school education plus even the most technical training is not enough. We must have not only a librarian, able to buy and to catalogue, to issue and to keep a record of books lent, but the teacher-librarian, with an intelligent knowledge of all sources of information desired, competent, if necessary, to supervise the preparation of reports and special studies, cultured enough to make the library a place of refinement and inspiration. Moreover he must have a strong yet winning personality, be able to command respect and therefore to keep the library a laboratory for his work, at the same time he must be one who attracts students to him and what he has to offer by his sympathy, encouragement, and power to interest and inspire. No other position in the school offers such possibilities for universal service.....”

#### TECHNICAL WORK

The librarian must have a knowledge of simple methods of accessioning, classifying and cataloguing and shelf-listing. Books should be classified according to a recognised system such as Dewey Decimal system. An up-to-date catalogue is essential to make the material of the library available to readers. The librarian must develop familiarity with books and other leading aids and should fully understand the educational function of the library.

## FURNITURE

The school library should be well equipped with regular library furniture in suitable sizes. It consists of book cases, cup-boards, reading tables, chairs, catalogue cabinets, circulation table or charging desk, notice boards, book exhibition cases and newspapers and periodical display stands. The chairs should be comfortable and attractively designed. Tables should be round or rectangular. The common dimensions of tables are 5 feet by 3 feet 6 inches with a height of not more than 2 feet 6 inches. All the furniture should tone with the general scheme of decoration and should be as plain as possible.

## ISSUE AND RETURN OF BOOKS

Some institutions use a borrowers register and other use library tickets as in Public library service. A register method can maintain record of reading habit of the pupil and can be made available to the school staff. The form of the register is as follows:—

<i>Date of issue</i>	<i>Acc. No.</i>	<i>Borrowers name</i>	<i>Roll No.</i>	<i>Author' title</i>	<i>Returned</i>	<i>Remarks</i>
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Pocket card method is used in Public libraries and is worth while for considering it in school libraries also.

## LIBRARY SERVICE

Books alone do not constitute a library. The librarian must bring books and readers together. Helping the students to get the right book is one of the main jobs of the librarian. It can only be done if the mechanical and routine work of a library is well organised and handled. The librarian should also help the students to know how to locate and use materials which enable them to get the

work complete and the best answer to their questions. The library should also attempt to enrich the curriculum of the school and should provide reading habit by using books and library tools.

Lastly the students must use the resources of the library to find relevant material. If the library is to do its function, the students approach to library usage must involve guidance. The library staff must co-operate to develop this point of view among the students. By using the library, the students will broaden their original concept of any problem.

The school Headmaster is also expected to know the approved standards regarding space, books, equipment, personnel and budget of the library. He is responsible for formulation of policies with reference to his school library.

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## CHAPTER VII

### COLLEGE LIBRARY PRACTICE

Library practice in a college library does not differ from that in other libraries. The main principles are constant and are adapted according to local requirements. Many processes are common. Selection of books, their purchase, accessioning, classification, cataloguing, additions and withdrawals are some of the examples, in which the basic principles are the same. In a college library practice, the book-stock consists of specialised nature which can be useful to the teaching staff and the students. In this way it is restricted to its special readers and is not open to public. College libraries render library service for general study as well as research. The teachers in their special subjects also suggest the reading material for purchase which can be useful to their students. The librarian orders the books and prepare them for circulation. The college with larger number of students requires more duplicates of book both for assignments and general reading. The size of the book stock of a college library is not a matter of great importance in measuring the utility of the library. A good library aims only at judicious selection of books and journals for appropriate courses in the curriculum of a college library. It is also found by experience that a small number of books selected carefully, will meet practically all the needs of the students.

The library service depends on wise selection and acquisition. According to Randall and Goodrich, "A college administrator must see that enough funds are provided to permit purchase of an adequate number of good and useful books for library shelves. Secondly he will ask co-operation of the faculty in the book selection process and will make sure that the individual members are capable of furnishing this co-operation. Thirdly he will select a capable librarian."<sup>1</sup>

The co-operation between the librarian and the members of the selection committee is essential. All the members of the Committee and the librarian must have a thorough knowledge of the curriculum of the college and of the integration of the library with teaching of the subjects. The librarian must have the knowledge to assess its strengths and weaknesses. The librarian can also stimulate interest among students in book selection by inviting their suggestions and by exhibiting new titles of books on a special notice board.

The librarian and the library Board should allocate the library grant among the various academic departments, keeping in view the book funds for periodicals and binding. The librarian is responsible for recommending purchases on the basis of his experience and study of professional journals and the book reviews that appear in various newspapers.

The book stock of a college library requires to be re-examined occasionally for teaching purposes. Obsolete materials should be weeded out. In this connection the

1. Randall and Goodrich. *Principles of College Library Administration*, 2nd. ed. P. 88.

librarian shall formulate a guiding policy. When any publication is no longer needed for instructional purposes, it may be weeded out.

### TECHNICAL PROCESSES

Systematic cataloguing and classification are the most important factors in efficient librarianship. Different codes of classification are adopted in different libraries. Whatever the choice is, the scheme should be thoroughly studied and then adopted properly. The decimal classification of Melvil Dewey has been found very popular in the Indian college libraries.

"In most college libraries, the card catalogue is arranged as a dictionary catalogue, that is, entries, authors, subjects, titles and forms of literature have been combined in a single alphabetical file. Since the arranging of large number of cards comprising all types of entries presents many problems, it is necessary to adopt a set of filing rules, such as the A.L.A. rules for filing catalogue cards. These rules are based on a comparative study of filing rules which had appeared in print and of the filing practices followed in selected public and University libraries. Under certain types of headings, rules for both a grouped and alphabetic order of arrangement are given. It is necessary for each library to adopt and follow whichever alternative in each instance will best serve the needs."<sup>1</sup>

1. Lyle Wilson : Administration of the College Library, N.Y. p. 100.

## CHARGING METHODS AND OVERDUES

Methods of book charging in college libraries differ from those in other libraries. Some libraries prefer single record charging system and combine charging and discharging records on a single card. The charging systems which are successfully operated in public libraries are adaptable in college libraries. Careful record should be kept as to show accurately where books are when they are not on the shelves. Brown's or Newark's charging system are popular in college libraries.

The sheet of ledger system in which the columns are dated and the book number and borrowers' cards are entered upon lines progressively numbered, is also simple and effective in small college libraries. The system is easy as the register contains the following columns :—

1. The days progressive number.
2. The book number.
3. The borrowers' ticket number.
4. The actual date of issue and return.

A systematic record of overdues should be maintained and in case of default of recovery of the book and payment of fines, the necessary action be taken as the library rules permit. All processes in this connection should be simplified as much as possible.

## STOCK-TAKING

Stock-taking should be done at least once a year and should immediately precede long vacations. Effort should be made to trace the missing books before they are withdrawn from the record. The librarian is vested with the authority in certain cases to withdraw the missing books

from stock, but occasionally the library Board or the Department reserve the right to inspect the books before they are discarded. Books so discarded must be entered in a withdrawal register. The form of the register varies in detail. Its entries may be condensed or expanded. Uptodate books on the same subjects should replace the discarded ones.

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Wilson, Lowell, & Read: Library in College Instruction. New York, Wilson, 1951.

## CHAPTER VIII

### PUBLIC LIBRARY PRACTICE

A Public Library is an institution which preserves, collects, organises, distributes, interprets and guides the use of printed and audio-visual materials. Its importance to its readers is generally determined by the facilities it offers to them. "It is not primarily an institution for scholars and students, nor an instrument for formal education. It is an independent service for use according to the individual needs of the citizens."<sup>1</sup>

#### AIMS AND OBJECTS

It provides library service without charge authorised by legislation. It also aims at to giving :—

1. Information service through its reference facilities,
2. reading guidance to individuals,
3. the creative use of leisure to citizens,
4. service in problems of child care, health, recreation etc. to home makers,
5. technical materials to business community,
6. organised service directed towards stimulating children reading interests,
7. service to the individual according to his needs in the advancement of knowledge, and
8. provides materials and services to groups and institutions.

### FINANCE

A public library is essentially a public service and therefore, it is necessary that it should be financed by public funds—National or State resources.

### ADMINISTRATION

The public library is a Governmental institution like colleges and hospitals. It is maintained by National and State or Local Governments and is governed by a library Advisory Committee appointed by Government or Local Bodies, which determines policies but leaves administration to the Librarian with professional education and ability. He is responsible for the results to the readers, library Board and Government. The powers of the committee are mainly advisory.

### SIZE AND PICTURE OF THE PUBLIC LIBRARY IN INDIA

For providing the library services of a Public library, the population, area and finances of the unit are of basic importance. Various types of large library units will, therefore, be more or less as follows :—

- (a) Local library centres in villages, supported by libraries in Districts.
- (b) The District libraries in turn be supported by regional libraries.
- (c) Central State Libraries.
- (d) At the apex there will be National Central Library for India as a whole.

### VILLAGE LIBRARY

Libraries serving small cities and villages will make books and library service easily available throughout their

areas by mobile branches. Frequent delivery services will also make available any book in library system. On the village level, the library can be housed in village school, Panchayatghar, or in a house of a person who is very popular in the village—by courtesy. It can be managed by a community centre organiser, school teacher, or any volunteer willing to work.

Bookstock should consist of books on agriculture, economics, industries, co-operatives, home, health and recreation, classical or popular modern literature, social interests and civics, current topics and religion and development of personality.

The opening time of a village library depends on the convenience of the villagers. The library worker will keep a record of list of books that are in the library and those received from Headquarters.

#### DISTRICT LIBRARY

A district library is part of a larger system in the integrated library system. It provides library service directly to community centres and aims to serve the large number of centres on the road side. It is also a city library for its own readers to serve. The important function of district library is to prepare annotated lists for the benefit of village libraries in study circles. It also renders library service to schools to organise book exhibitions and co-operates with the educational programmes of civic, labour, agricultural and other groups.

#### REGIONAL OR CENTRAL STATE LIBRARIES

It is already stated that District Library is a part of larger library system—Central Library, which provides



special type of library service i.e. material for readers advisory service and other bibliographical work. It also serves as a copy-right library, makes purchases in bulk and advises on technical matters to all libraries. It is usually established at the State Capital.

Such library systems are being established in many parts of India.

### NATIONAL CENTRAL LIBRARY

Its function is to provide a 'first rate reference library and preserve the literary production of the nation.

### BUILDINGS

The post war library building should be fully adapted as it is likely to serve as a symbol of the library role in the life of the community. It should be planned by a competent librarian and architect working together and should be centrally located. It should be hospitable in appearance and should be planned for twenty years expansion of service. Small meeting rooms for discussion group, study hours etc. should be provided. The building should be equipped with modern lighting, heating, air conditioning and furnishings with latest library equipment.

### BOOK COLLECTION

The collection must be on subjects of education, recreation, information, appreciation etc. and should include books, newspapers, maps and pictures. The collection must meet the needs of readers and their varied interests. The book stock must be kept alive by new additions and should provide duplicate copies as needed.

**STAFF**

The library must be staffed by trained librarians, not only custodians of books but who are really educators. The function of the librarian is to bring books and readers together. A librarian must be a graduate with professional education and impressive personality. He should have a wide knowledge of books and be able to devise new means and methods in his organisation. The assistants should also be well qualified and should be appointed by the library committee on recommendation of the librarian. The library should be organised in departments.

It is hoped that library system will develop in a large number of villages and towns and satisfy with its services the numerous and complex demands of the people.

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## CHAPTER IX

### UNIVERSITY LIBRARY PRACTICE

A university library is an integral part of the institution. It is primarily maintained for the benefit of students, officers, faculty members and for those who are engaged in research work. It plays a very important role in the national life of the community by acquiring material for educational use for the benefit of students and teaching departments.

A university library must be a big general library. It must give reference and lending service. A well stocked library is a necessary adjunct to every modern university. It must assist the research of the faculty and advance students. It must support studies of the past—so-called retrospective research, present day phenomena, both natural and social and must collect material for the scholars of futuro. Books and journals are also necessary as laboratory equipment.

The principles of acquisition vary from country to country. It is most essential that library grants should be utilised wisely. It is also one of the duties of the librarian to ask his colleagues to act more in the interest of readers than specialised departments.

The acquisition and preservation of journals involve serious problems. The library must provide resources for

binding and space for them, as well as for their use by rescarehere.

### CLASSIFICATION AND CATALOGUING

The book stock may be good, but it will be of little use to the community unless there are sufficient records or guides to it. The important factor to consider is that in the various processes of Technical services, the flow of work from the ordering of books to placing them on shelves should be orderly, systematic and efficient. For instance, the separation of different floors of the acquisition departments from the catalogue departments spite operations, which should be co-related. Breaking up the cataloguing department into several rooms limits efficiency and interferes with supervision of operations. Expeditions and accurate accessioning, classification and good cataloguing are the bases of library service. The head of the cataloguing department of the large university library is the key officer. He should possess a combination of scholarship, administrative ability, technical training and experience. The librarian should be aware of the fundamental problems that exist in cataloguing and preparing books for use and be able to detect inefficiencies in either policy and operation. He must delegate authority and responsibility to the head cataloguer.

Whatever the form be, the catalogue should show the available resources of the library and indicate the readers whether or not the library has any particular book when he knows the author, title, partial title of the book or the subject of which the book treats. The important things in making a catalogue are uniformity, consistency and

accuracy. Having decided upon the particular course to follow the same decisions be continued and there should be no further variations. In an open access system, a sound classification scheme is very important. In all technical processes of a university library, accuracy of scholarship and attention to details are very desirable.

#### BIBLIOGRAPHICAL ASSISTANCE TO READERS

Besides this, bibliographical assistance to readers is a very important factor. Keeping in view the research interest in the humanities, science and technology, guides to the 'literature' are most necessary. The university library must guide the readers correctly to where the information is to be found. Big university libraries must provide a central reference service in order to avoid duplication work done by individual sections of the library. In short a good reference service in a university library requires a good bibliographical collection which enables the users to know what literature is available outside the library and where translation can be available. It should supply translations with good and upto date technical and general dictionaries. Reference work has no end as it ranges so widely.

#### STAFF

A university librarian should be a good linguist and also good administrator. He should be able to exercise a strict and personal supervision over the library staff and should have the ability to co-ordinate the work of the library. He should be capable of presenting his cases before the library committee effectively. The librarian must command the same status as the heads of other

departments. He should have knowledge of history of libraries and history of book-selling. He should grow to be a person of worth and dignity in the community. He should widen the sphere of his influence in his area. A librarian with scholarship will certainly command a great respect on the University campus.

His deputy should also have the capacity to understand the problems of students and staff and be able to handle them tactfully. He should be professionally trained and be able to share the administrative duties of the library. The whole library staff should be well paid.

#### DEPARTMENTAL LIBRARIES

Departmental libraries are entirely independent entities. The bookstock of such libraries consists of books drawn from the main university library on specific class subjects for the use of staff and students in different faculties.

#### SUBJECT ARRANGEMENTS OR DEPARTMENTATION

Library administrators have been discovering the administrative and educational problems which arise from housing book collection apart from the main library and they are of opinion that centralization of book collection in general library building would be of great advantage in the improvement of library service and the increasing interdependence of various branches of knowledge. General books will be accessible to all departments. Central library will afford opportunities for closer contacts between the researchers in various departments. Better supervision and assistance by trained librarians is possible and this will contribute to the encouragement of research.

The library staff and scholars will have immediate access to the entire stock of library. Central cataloguing will be equally accessible to all departments, as it can be kept up to date and in excellent order. From administrative point of view, it will be more efficient and economical. It will also add to the aesthetic appeal of the campus as the whole knowledge will be treasured in a magnificent building.

### BUILDING

"There is the selection of the building site and the type of architecture. The architecture should conform to that of the existing campus buildings, at the same time lending itself, to functional adaptation. In choosing the location for library building, one of the first requirements is that the site be of sufficient size to provide space for a building planned not only to suit needs of the present but capable of expansion to meet such conditions as may develop in the future" <sup>1</sup>

### INTER LIBRARY LOAN

University Libraries also render an important service known as "Inter-library loan". Libraries issue to each other material needed by readers and faculty members for research and study. Other material like microfilms, theses, is also lent out, but the carrying charges are borne by the borrowers.

1. Hanley, E. R. College and University Library Buildings, Chicago, American Library Association, 1939, page 11.

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## MICROFILM DEPARTMENT

In the development of science, microphotography has played an important part and small films of books and journals parts of them can be issued to students for study with a machino. Many university libraries are adding large collections of such films.

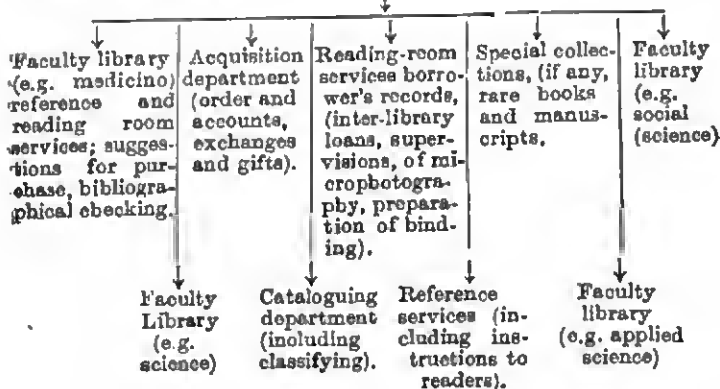
Mr. P. Havard-Williams, Librarian and Keeper of the Hocken collection, University of Otago, New Zealand gives a general idea of the organisation of the library and its services in the following chart.

## LIBRARIAN

(General Administration, planning, committee work, over-all purchase policy, relation of library to university and library matters outside the university.)

## DEPUTY LIBRARIAN

(Acting for librarian when necessary, general supervision of library departments and co-ordination within the library, staff matters.)



Lastly every university library should lend co-operation to other libraries. Library funds should be carefully allocated and instructions in the use of library should be imparted. It is also essential to maintain a high standard of library service, book selection and technical processes. Similarly qualified staff is also necessary.

#### SUPPLEMENTARY READINGS

Carnell, E. J. Library administration. London, Grafton. 1947.

Hansy, E.R. Collage and University library buildings, Chicago, American Library Association. 1939.

Wilson and Tauber. The University library. Its organisation, administration and function. N.Y. Columbia University Press. 1956.

Also see Unesco bull. Libr. Vol. XIII, no. 5-6,  
May-June, 1959, pages 111-114.

Unesco bull. Lib., Vol. XVII, No. 1, January-February, 1953,  
pages 7-10.

## CHAPTER X

### REFERENCE SERVICE

Reference service is the personal service rendered to the readers by the members of the library staff. It means helping them in their use of library books which are within the library and not to be issued for home study. It is an interpretation of information wanted by the reader. W.W. Bishop defines it as "The service rendered by a librarian in aid of some sort of study". James I. Wyer mentions it as "The sympathetic and informal personal aid in interpreting the library collections for study and research." According to Ranganathan "Reference service is the process of establishing contact between reader and book by personal service." Reference service therefore means "Ask Librarian Anything". John Dewey says :—

"Reference work depends largely upon the ability to think, which.....involves..... the suggestion of a conclusion for acceptance, and also search or inquiry to test the value of the suggestion before finally accepting it. This implies (a) a certain fund or store of experiences and facts from which suggestions proceed ; (b) promptness, flexibility, and fertility of suggestions ; and (c) orderliness, consecutiveness, appropriateness in what is suggested. Clearly a person may be hampered in

any of these three regards. His thinking may be irrelevant, narrow, or crude because he has not enough actual material upon which to base conclusions ; or because concrete facts and raw material, even if extensive and bulky, fail to evoke suggestions easily and richly ; or finally, because, even when these two conditions are fulfilled, the ideas suggested are incoherent and fantastic, rather than pertinent and consistent."

Efficient reference service therefore calls for experience, knowledge of books and particularly good judgment.

The reference work in the libraries can be classified into conservative type, moderate type and liberal type. Conservation type of reference work was used in the early days of 20th century, while moderate type is still prevalent in modern libraries. The liberal type is aimed for future and is gradually getting into operation in big libraries with its vast resources and specialists in reference service. In conservative type of reference service, the readers should be guided only while moderate type of service does the whole work for the reader for ready reference. He finds the answers, verifies the citations, translates for him, produces the abstract and compiles the Bibliographies. He attempts to assist the reader in all possible ways, which characterise the spirit of modern librarianship. According to the liberal theory of reference service, the demand is met inside and outside the library. The reference service reaches the school, the home and the kitchen and the patient i.e. everywhere.

## REFERENCE BOOK AND ITS KINDS

American Library Association defines Reference books as a book designed by its arrangement and treatment to be consulted for definite items of information, rather than to be read consecutively and "it is a book whose use is restricted to the library building".

Jordam defines it as "The clearing house of knowledge. They are libraries in miniature focussing into a single book information scattered in thousand volumes. They are short cuts in learning, pass keys to the accumulated wisdom of ages."

A book which contains information in an easily accessible form or is designed exclusively for consultation in the library is called a Reference book.

Inter-library co-ordination in Reference-work is an essential step in the fulfilment in the work of reference Deptt. Every reference library should count among its active resources, the book collection of the country as well as of the city. It is the book collection of entire world which is needed to answer the widest range of reference and enquiry.

Reference books can be divided as under :—

1. Conventional Reference books like Dictionaries, Encyclopedias, Maps, Gazetteers, Bibliographies, Year Books, Almanacs, Statistical compacts, Directories, Indexes and Catalogues.
2. The second group includes works of individual authors, specially voluminous writers, classical and outstanding writers of each country e.g. Shakespeare, Shaw, Gibbon, Dicken,

Radhakrishnan, Prem Chand. This category also contains composite works.

3. Serial publications *e.g.* Govt. publication and documents, publications of learned bodies and academies. Reports and translations and proceedings of societies and institutions denoted to special subjects and topics. Periodical newspapers, etc.
4. Minor group of materials : This group will include description, surveys of countries and subjects *e.g.* Survey of India, London Life and Labour Digests of cases decided in National and International courts, Commercial and Trade Directories, reprint and monographs on definite subjects issued from time to time.
5. Catalogues of book-sellers and publishers of various Government printing offices.
6. Govt. Publications and documents.
7. Audio-Visual material.
8. All Sunday supplements of Leading Newspapers.
9. International Bibliographies.

#### EVALUATION OF REFERENCE MATERIAL

Baldwin and Marcus in their book 'Library costs and budgets, N.Y., Bowker, 1941, page 143 have asserted that "a record of the number of questions asked and the amount of time spent in answering them does furnish a clue as to the effectiveness of the service given by any particular library". It is only an evaluation of the internal efficiency of the institution.

The following are some of the basic Indian and foreign books which should atleast be in every library of this country in order to evaluate the Reference Material.

#### INDIAN PUBLICATIONS

Consolidated English-Hindi Dictionary by Raghuvera, Punjabi Dictionary issued by Language Department, Punjab Government, Radha Kantadeva, Sabda Kalpa-druma—an encyclopaedic Sanskrit Dictionary, Tarantha Tarkavaohaspta, Brihad-abhidhanam—a Sanskrit Dictionary, Wilson Sanskrit Dictionary, Ferozullagat-Urdu Dictionary, Hindi Vishva Bharti, Edt. by Narayan Chaturvedi and Krishan Baldev Divivedi in six volumes, Impex—a Reference Catalogue of Indian books, catalogues of Publications of Central Government, Indian National Bibliography, India at a Glance, India—a Reference Annual, Census Reports, Directory of Institutions for higher education in India, District Gazetteers, National Atlas of India, Who's Who of Indian writers, National Register of Scientific Technical and Medical Personnel in India, Times of India Directory and Year Book including Who's Who, Nifor Gnide—a guide to Indian Periodicals, Indian Library Directory, Handbook to Indian Universities, Indian Financial year book, Gazetteers and Imperial Gazetteers of India etc.

#### FOREIGN PUBLICATIONS

*Dictionaries.* Webster's New International Dictionary, Murray's New English dictionary on historical principles, Funk and Wegnall's New

Standard Dictionary, Warren's Dictionary of Psychology, Oxford Concise Dictionary of English language, Webster's Geographical Dictionary etc.

*Atases* : New Census atlas of the world, Harmsworth's Atlas of the world and pictorial gazetteer, World Atlas, and Times Atlas of the World in 5 Vols.

*Bibliographies* : Cumulative Book Index—a world list of books in the English Language, Whitakar's cumulative Book lists—Guide to reference books Edited by Winchell, Ulrich's periodical Directory, Publisher's Weekly, British National Bibliography.

*Encyclopedias* : Encyclopedia Britannica, Encyclopedia Americana, World Book Encyclopedia, Oxford Junior Encyclopedia, Encyclopedia of social Sciences, Encyclopedia of Religion and Ethics.

*Gazetteer* : Columbia Lippincott gazetteer of the World.

*Guide Books* : Murray's Hand book for travellers in India, Pakistan, Burma and Ceylon, Muirheads' Great Britain and Switzerland and Baedekar Guide books.

*Directories* : World of learning, Commonwealth Universities Yearbook, Ayer's Directory of Newspapers and Periodicals, Keesing's Contemporary Archives, Weekly diary of World events.

*Serials* : Like world list of scientific Periodicals published in the years 1900-1950.

*Year Books* : Year Book of Education (London) "Britannica Book of the year, and Year Book of



food and Agricultural Statistics published by F.A.O., Statesman' Year Book, Whitaker's Almanack.

It may be noted that a single enquiry might involve a good deal of time and that an incomplete answered query is an unanswered query. Therefore encourage the reader to be specific and be sure that you understand the enquiry yourself. Make use of all reference books in your library, their index and list of contents. Study as many books as possible.

Reference Assistance to readers is a whole-time job and should be a career for many intelligent people in big libraries.

#### CARE OF REFERENCE MATERIAL

Reference books are costly. The readers should not turn down or stain the leaves, nor to make pencil or other marks upon them. Every reader should take care of the reference material. The reference assistant is also responsible for the binding of reference books from the point of their convenient use as well as their preservation.

#### SUPPLEMENTARY READINGS

Brown, J.D. Manual of library Economy, ed. by W.C. Berwick Sayers, 6th Edit. Grafton, 1950.

Cowley, J. D. Use of reference material. London, Grafton, 1947.

Hutchison, M. Introduction to reference work. Chicago, A.L.A. 1944.

McColvin, L.R. Reference library stock. London. Grafton, 1952.

Mukerjee, A.K. Manual of Reference Work. Calcutta World Press. 1957.

Roberts, A.D. Introduction to reference books. L.A. 1952.

Ranganathan, S.R. Reference service. Asia. 1961.

Minchell, C.M. Guide to reference books. 7th ed., Chicago. A.L.A. 1951.

## CHAPTER XI

### BIBLIOGRAPHY

The word bibliography is derived from the Greek word 'Bibliographia', meaning Book and graphino to write. This meaning was retained till the 18th century. Flemings' English Dictionary published in 1761 defined a bibliographer as one who writes and copies books. By 1763, in France, the meaning of bibliography changed from writing of books to writing about books. Esdaile A. defines it as an art and also a science. He says it is an art of recording books, the science necessary to it, is that of making of books and their extent record. According to Sir Walter Greg, it is the science of transmission of literary documents. It may be defined as a particular type of index compiled systematically to serve as a guide to the literature of the subject.

Bibliography, as a subject, for the students of Library Science, needs no emphasis. There is much similarity in cataloguing, making and preparation of bibliographies as preliminary list of sources are prepared on cards and notes are added to them to complete the information. It also helps to ascertain bibliographical data about any author. Whenever a title is to be verified or any information is to be collected on any subject, it comes to our help. There is the factual necessity of keeping in view that the library grants are properly spent. Financial limits of the library

necessitates book selection which is dependent on bibliography in the senso of systematic bibliography. Reference also needs bibliography in two ways, firstly, for finding out material on a subject and secondly bibliographies have to be prepared for readers.

The Unesco/Library of Congress report summarizes the aim of bibliography in the following words :—

- (a) Its aim is to make it possible for intellectual workers to learn of publications recording the developmonts in their fields of interest not only in their own countries but throughout the world.
- (b) Promote the effectiveness of particular projects in research.
- (c) Contribute to the cultural development and enjoyment which are derivable from the records of learning and cultural.
- (d) Assist in promoting useful applications of existing knowledge and in making the appliestions which have been developed in one country widely known to all countries<sup>1</sup>.

### HISTORY OF WRITING

Many centuries ago, man learned to tell other people what he wanted to say by means of speech. Later on he discovered the drawing of pictures and by linking them together he used to make a story. Picture writing is still prevalent among primitive people of Polynesia and Australia of Western Africa, Siberia and

1. Unesco/Library Congress Bibliographical Survey, Bibliographical Services. Their present state and possibilities of Improvement. Report prepared as a working paper for an International Conference on Bibliography (Washington, 1950), pp 3-4.

others. Ancient pictures are still available on the walls of caves where the pre-historic people resided. Such pictures relate to men and hunting of animals. After years, they invented signs and symbols by simplifying their drawings. With the progress of time, they began to mention the symbols, they wrote, with language they spoke. Such words which stood for things and ideas, brought spoken and written languages much closer together. At last they used symbol for only one sound, which was called a letter. It is said the Egyptians invented twenty four letters, but there was still need for some sign-writing, as well. In other parts of the world people also developed the art of writing.

Phoenicians were the first people to have taken lead in alphabet of letters by making a group of twenty letters through which they could express all they wanted to say. They used these letters in their everyday life. Their neighbour Hebrews also wrote the old Testament of the Bible in Phoenician alphabet. The Greek also did it by adding two more letters. The Roman alphabet contained twenty three letters like English alphabet. As the Romans were very adventurous, through their travels they spread Roman way of writing to various parts of the world. The English alphabet is the Roman alphabet with letters W, U and J added.

#### HISTORY OF PRINTING

Printing from movable types developed in China. It is said that a good collection of one hundred and thirty volumes was completed in 953. It was only a short step forward to add lettering to these books. In Europe

such printing from blocks was unknown prior to the 14th century and the first dated print is one from the year 1423. Later in the 15th century complete books, texts and pictures were prepared by this method. These are called block books. But by this time proper printing had been invented. The invention of moveable type, which could be manufactured in quantities. A type is a small oblong block of metal on the one flat end of which a letter stands in relief. The different letters are arranged on and locked up in a frame and ink is dabbed or rolled on. Paper is then pressed into block of type and picks up the ink from the raised surface of letters to produce the printed image.

Invention of movable type took place in 1455, when Gutenberg seems to have produced at his Printing Press in Mainz, the complete Bible in Latin, bound in two volumes. Roman type was first used in about 1464, based on the humanistic letter used in Italian manuscripts and it later on superseded the Gothic. On account of its greater legibility, Gothic continued to be used for some centuries for special type of books and it is even now used in German Presses. The Italian type was first used by Aldus of Venice in 1500 to print pocket editions of classics.

William Caxton set up the first English printing press in London in 1477. In the beginning of the 19th century there was development again in the art of printing, when mechanical apparatus was the first successful cylinder printing machine worked by steam power. The name of German printer, Friedrich Konig

is associated with this invention. Researches were carried on and there was great improvement in printing machines. They began to be worked by electricity. Now a days books are printed by monotype and the whole work is carried on by machinery.

Lithography has played a great part in developing another method of printing in these days. In this method the type is cast and is set up for monotype process. Later on, it is photographed. The printing is done from photographic plates. This has brought about marvellous change in bringing the books within the reach of common man.

#### ILLUSTRATIONS

Throughout the ages, writings in the form of manuscripts and books have been decorated. The Egyptian papyri and the ancient Greek manuscripts were illustrated in coloured drawings. In the middle ages and during the early days of printed books, books were decorated in three ways and each process was carried out by different persons.

#### RUBRICATION

In this process the large initials of chapters which are called capital letters were painted in red and blue colours. The scribe and the printer left blank the spaces for the capital letters.

The second process was called 'illumination', wherein the capital letters were painted in gold and silver.

In the third process i.e. Miniatures of Scenes were painted in the margins, which were purely decorative.

But a student of library science, studies the process of illustration from a utilitarian point of view. He evaluates

the illustrations in books as to their suitability for the purpose of the book and their faithfulness of reproduction of the original drawing. When a book is to be printed, best process including the cost, is to be kept in view. This requires familiarity of the technical principles of the subject.

Relief, Intaglio and Planography are the main classes of Illustrations. In the Relief Process, the design to be printed is a raised surface and background cut away. Thus only the raised surface of the design is inked which is transferred to the paper, in printing.

In case of Intaglio Process the lines of the picture are cut in the surface of the plate or block. The whole plate is inked and then washed clean. Thus leaving ink only in the incised line of the picture. The paper is pressed into the incised lines and picks up ink to form the picture. The heavy pressure needed for this also produces the plate mark, like an indented frame round the picture. This mark is one of the chief distinguishing marks of Intaglio plate process.

In the third process of Illustration i.e. Planography, there are neither raised surfaces nor incised cuts, but just a flat surface. The lines of picture consist of a greasy substance and the parts not required to be printed are constantly rolled with water. When paper is pressed against this surface, it takes ink only from the greasy inked lines of the picture.

#### PARTS OF A BOOK

The average book can be classified in two parts i.e. body matter and oddments. The book is prepared in the following sequence :—



1. Half-title i.e. title of the book.
2. Frontispiece which is generally understood to be illustration facing title-page.
3. Title.
4. Printer's imprint.
5. Dedication: It is always a right hand page.
6. Preface: It starts on right hand page.
7. Contents: It contains a list of chapter numbers and titles.
8. List of Illustrations : This follows the contents pages.
9. Introduction: It is after the list of illustrations and starts on a right-hand page.
10. Text pages: The type face and the body are the important factors.
11. Appendix: It commences on a right hand page.
12. Glossary : This is included in the books containing technical terms.
13. Bibliography : It is a list of all the works consulted by the author in writing the book or it is a perfunctory list of principal books on the subject.
14. Index : This should start on a recto page.
15. Colophen : Colophen was common in the 15th & 16th centuries but now confined almost entirely to the production of private presses. It appears as the last item in the book, giving the name of the printer, often the title and usually the date of printing. It may also include the printer's device.

#### KINDS OF BIBLIOGRAPHIES

As already mentioned, Bibliography is an organised

process and aims to assist man in search of national and foreign literature. It is a specialist's job and requires accuracy and sound judgment. Bibliographical study can be divided into Analytical, Historical and Systematic or Enumerative headings.

Analytical or critical Bibliography contains the information about the work or works the volume contains ; particulars of the edition, date, place of printing and whether the copy is perfect. In fact, it is the description of the book as a physical entity involving the determination of the author, the time and place of its production, the methods of production, decoration etc.

Historical Bibliography is the study of book production and publication in general i.e. the history of writing, printing, binding, illustrating, publishing etc.<sup>1</sup>

Systematic or Enumerating Bibliography is concerned entirely with the subject of the book and its value to those who read it, involving the cataloguing and description of the material from the point of view of those who are interested in the subject. Shores defines it as "Lists of written printed or otherwise produced records of civilisation which may include books, serials, pictures, maps, films, recordings, museum objects, manuscripts and any other media of communication." "It collects the entries of individual books 'into logical and useful arrangements for reference study'. It is also called 'Reference Bibliography'.<sup>2</sup>

1. Whetton, H. Edit : Practical printing and binding. Lond., Odhams. pp. 49—56.
2. Mukerjee : Book selection, Systematic Bibliography. Calcutta, World Press, 1960, pages 75-83.

"Systematic Bibliography can be divided according to the nature of their contents i.e. Incunabula or Book Rarities Bibliographies, General or Universal Bibliographies, Natural Bibliography, Selective or Eclectic Bibliography, Trade Bibliographies, Subject and Author Bibliography and Bibliography of bibliographies."

#### ARRANGEMENT

In recent times, the most common form employed by the Bibliographers is classified arrangement. The entries are arranged by a logical division of subject of the bibliography for which index of authors is included. Both the author and subject indexes provide suitable reference arrangement.

#### BRITISH NATIONAL BIBLIOGRAPHY

It is being issued weekly since 1950 by a team of Bibliographers with the help of the British Museum. The items recorded are all new books deposited by law and are assembled monthly, quarterly and annually. The annual volume is equipped with an author or subject index. Since 1951, the print is on both sides.

Cheap novelettes, music, maps, certain Government publications are some of the classes of publications which are excluded in this publication. Periodical under a new title is only included. It has exhaustive index to the subject matter of books. The index entries in the British National Bibliography have been constructed with two main objectives in view :—

"(1) to enable the inter-catalogue of type metal both the main entries and index entries without destroying the

reference value of the original index symbols and (2) to provide in one of the index entries sufficient information about each work indexed to minimise the number of occasions on which it is necessary to refer to the main entry in the classified part."<sup>1</sup>

"In the British National Bibliography, the link between the principal (author) index and the entry in the classified section is secured by means of class number. As this arrangement is preserved through all cumulations, it does not matter how many new entries are inserted in the classified sequence, the relative position of the entries will always hold good. Full information in the field of literature on a subject can easily be traceable. The name of the author is given at the head of each entry, the place of publication is written before the name of publisher, current prices are indicated, accurate date of publication is given and lastly the physical make up of the book is shown at the end of the entry".

#### THE INDIAN NATIONAL BIBLIOGRAPHY

The Bibliography is compiled on the method recommended by the Indian National Bibliography Committee appointed by Ministry of Education, Government of India. This committee defines it as "an authoritative bibliographical record of current Indian publications" in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and

1. Indian Librarian Vol. 13 No. 1 page 14. Also read Wells, A.J. Some comments on Indian National Bibliography, Experimental Fascicula—a paper read at the British Library Seminar, Bombay, 1958.

Urdu languages, received in the National Library, Calcutta under the Delivery of Books and Newspapers Act 1954 (Act No. 27 of 1954 as amended by Act No. 90 of 1956). A few classes of publications are excluded, e.g. Musical scores, maps, keys and guides to text books and ephemeral material. Periodicals and Newspapers except the first issue of a new periodical and the first issue of periodical under a new title are also excluded. It contains two parts. Each part is divided into two sections, *Classified and Alphabetical*. The first part deals with general publications and the second with Government publications. The classified section contains full information about a book. The entries are arranged under each specific subject alphabetically. It also gives an exhaustive index of the subjects.

It is useful for book selection and is a good cataloguing guide. It is also a book ordering record.

There are critics who hold the view that it does not meet the requirements of scholars and librarians who cannot understand Roman script. Another objection is that of provision of second classification number. The technique of its preparation also requires examination of the entries by more competent staff.

In short the Bibliography is intended to fulfil a basic need and has been planned with the assistance of scholars in India. It serves as an essential tool of reference and is an Indian literary achievement both for scholars and librarians.

## UNITED STATES CATALOGUE

Books in print, 1890 to date. New York H.W. Wilson, 1900 to date.

The work is kept up to date by means of cumulative book index. Supplements and new editions are issued every now and then. It is issued monthly and is popular for its bibliographical accuracy and arrangement. The entries for authors, titles and subjects are arranged in one alphabetical sequence.

## SUPPLEMENTARY READINGS

Binns, N.E. Introduction to Historical Bibliography. London, Association of Assistant Librarians. 1953.

Collison, R.L. Bibliographies. Subject and National. London, Crosby. 1951.

Esdaile, A. Students manual of bibliography. London, Allen. 1954.

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Taylor and Mosher, Bibliographical history of Anonyma and Pseudonyma. University of Chicago. 1951.

## CHAPTER XII

### EARLY PRINTING IN INDIA : A COMPILATION

If the location of the earliest printing presses in India were plotted on the map it will be found that they all hug the coast line of the country. Goa, Cochin, Pudukail (a few miles north of Cape Comorin), Vypicotta (a mile south of Cranganore) and Ambalakad (a village twenty miles south of Tricbur). These places along the west coast represent the sources of the Indian "Incunabulae". Tranquebar, Madras, Fort William, Calcutta, and Serampore, along the east coast represent the shaping period of Indian printing. Bombay contributes its share towards the closing years of the second phase of the vigorous growth of early Indian printing. The Roman Catholic Mission is the pioneer which sought to inculcate the Gospel in the "native" tongues and the Protestants at Tranquebar and Serampore furthered this impulse. Malayalam and Tamil are close contenders for the hour of being the first Indian languages to exploit movable type.

Early in the latter half of the 16th century (1556) there is mention of a book being printed at Goa in the Portuguese language entitled "*Conclusoes*" being theses of Philosophy used by students in public debate<sup>3</sup>. Of this book no trace is found. A year later a Catechism on the Christian doctrine composed by St. Francis Xavier, and

also in the Portuguese language, was printed at Goa<sup>3</sup>. Brother John of Bustamente, John Quinquencio, John of Emden, Joannes Gonsalves and the anonymous Indians who were trained in Portugal and assisted Brother John of Bustamente, are the fathers of Indian printing<sup>3</sup>. John Quinquencio and John of Emden are known as printers of the *Compendio Spiritual de Vida Christao* (1561)—“a small, fat duodecimo preserved in the New York Library”<sup>3</sup>—and another famous book entitled *Coloquios dos simples edrogas*, written by Garcia da Orta.

But the first book actually printed in this country seems to be a translation of St. Francis Xavier's *Doctrina Christao* said to have been printed in the Portuguese language as early as 1557. The only copy of this translation into “Malabar—Tamil” is in the Bibliotheque Nationale and a photo-copy of its title page has been reproduced in the Memoira of the Madras Library Association, 1941, to illustrate Sivaraman's article<sup>7</sup> on the early title page facing p. 64 of that volume. The title is translated as *Christva Vannakanam*. It must however be stated that the copy at Paris is a 1579 reprint of the 1577 volume<sup>7</sup>.

A name very dear to students of early Indian printing is Ambalakkadu,<sup>5</sup> near Trichur, where the first “Malabar” (a term then used to signify both Malayalam and Tamil) types were cut by Joannes Gonsalves in 1577. Unfortunately no books printed in this place can be found in India. In Rome there is a list of books published at this press in Malayalam characters. At first, evidently, Malayalam characters were used to print Tamil books also. But the Tamils were unable to follow these characters



and, according to a record left by a certain Fr. Paulinus, a Tamilian by name *Ignatius Aichamoni* cut Tamil type in wood for printing a Tamil-Portuguese dictionary<sup>5</sup>. We have the statement of an early missionary Ziegenblag that the Malayalam types cast at Amsterdam in 1678 for some plants in the book *Horti Indici Malabarici* could not be made out by the Tamilians<sup>5</sup>. The reason why there is no example of Ambalakkadu printing surviving to-day is because of Tipu's invasion of Travancore Christians and the Hindus.

So far it can be said that we are dealing with the period of the birth of Indian printing. From the middle of the 16th to the end of the 17th century is the cradle period. The beginning of the 17th century finds the infant out of swaddling clothes and we find a venturesome Ziegenblag achieving his *Biblia Damulica* being a Tamil translation of the New Testament, begun in 1708 and finished in 1711<sup>5</sup>. Ziegenblag is remarkable for his persistent attempts to cut suitable Tamil types. He sent specimens of characters to Halle in Germany<sup>5</sup> and found the ones prepared there too large for his purpose and set about cutting and shaping smaller founts. He also established the first paper mill near Tranquebar. He finished the printing of the Tamil New Testament by 1715. The Old Testament was also translated by him but the completion of its printing was after his death. The early Tamil type was somewhat squat and square. "The characteristic slop and more rounded appearance seems to have introduced by the Dutch East India Company's Press at Colombo."<sup>5</sup>

A printing press captured by the English in Pondicherry was entrusted to the great Tamil scholar Fabricius who was resident at Vepery in Madras. This was the start of the press at Vepery later on to gain fame as the Diocesan Press. It was in this press that Fabricius printed his hymn books and his epoch-making Tamil-English Dictionary somewhere about the beginning of the 19th century. The first Tamil types were cast in Madras and used at Vepery till 1870.<sup>5</sup>

Had not Sir Charles Metcalfe removed the restriction on the press, printing would have been in a bad way. When in 1835 he gave the country the press franchise Madras boasted of 10 presses by 1863. And it was not long before the fine printer Hunt refined on Tamil type to such an extent as to transform it into a thing of beauty and to Tamil-English Lexicon completed in 1862 will "even to-day, stand comparison with the work of any press in the world."<sup>5</sup>

So far we have travelled along the coast from Goa through Cochin, Trichur and Tranquehar to Madras and there remains the Calcutta area where the history of printing has been written in letters of gold.

If we leave aside the three books printed at Lisbon in Roman Bengali,<sup>8</sup> the earliest specimen of printing in Bengali, that we have, is Halhed's *Grammar of the Bengal Language* printed in the press of Mr. Andrews at Hooghly in 1778. Nathaniel Brassey Halhed wrote a grammar of the Bengali language for the benefit of the civilians of the East India Company, and founts of Bengali alphabets became necessary to print the Bengali passages quoted in the

as examples. He appealed to his friend Charles (afterwards Sir Charles) Wilkins, a Bengal civilian and a great Oriental scholar, to help him with the required founts. Charles Wilkins had already cast certain founts as a hobby and this request from his friend made him earnest. He took upon himself the task of making all the Bengali types needed for printing the grammar and actually did the job with his own hands by means of a chisel. He completed the work by his great perseverance amid many difficulties and rightly deserves the title of the "Caxton of Bengal". Wilkins also employed a Bengali blacksmith named Panchanan Karmakar as his assistant in the work and instructed him in the art of type-cutting, and all our knowledge of type-cutting was derived from him. After the printing of Halhed's grammar these Bengali types were used by the Government Press in Calcutta for printing Bengali versions of some acts and regulations of the Government. The service rendered by Wilkins to the Indian press did not end in the temporary and isolated benefit of printing a grammar but had far deeper effects.<sup>12</sup> He had taught the art of cutting types to his able pupil Panchanan, who again taught others and thus introduction of successful printing in Indian languages was made possible.

Other specimens of early printing are the Impey Code translated into Bengali by Jonathan Duncan and printed at the "Company's Press" in 1785 and the Bengali translation of the Cornwallis Code translated by H.P. Forster and printed at the Government Press from an improved fount. There are two other Bengali translations of Government regulations printed in Calcutta in 1791 and

1792 respectively. These are available in the British Museum.

The next important printed work since Halhed's grammar is H.P. Forster's "*A vocabulary in two parts, English and Bengali and vice versa*". This is really the first dictionary in the Bengali language printed in India. The first part was published in 1799 and the second part in 1802. It was printed at the Chronicle Press, Calcutta.

The year in which Forster's Vocabulary was published was marked by another very important event in the history of Indian printing. Being prevented by the East India Company from establishing a mission in British territory, Rev. Dr. William Carey (1761-1834) formed with others, in 1799, a missionary settlement at Serampore under the protection of the Danish Governor, Colonel Bie. Soon after the establishment of the Mission, Carey fully engaged himself in finding out means for printing the Bengali version of the New Testament which he had made ready some time ago. On enquiry he found that the cost of its printing at Calcutta would be Rs. 43,750/- for 10,000 copies.<sup>11</sup> As this was beyond his means, he purchased a printing press made of wood for £40 and set it up at Madnabati. This press was now brought down to Serampore and Carey's translation of the New Testament was printed by this press on February 7, 1801. The types were set by Carey's son Felix and his colleague, Ward<sup>12</sup>.

The first success of the Bengali translation of the New Testament fired the imagination of Carey for bringing out translations of the Bible in all important Indian languages. This meant improvement and enlargement of his press.

In 1798 Dr. Carey noticed an advertisement stating that a type-foundry was established in Calcutta for the 'country language'. On enquiry he came to know that the punches for the foundry were cut by Panchanan, the assistant of Wilkins. With the first idea of enlarging his press Dr. Carey remembered Panchanan. Panchanan's original place of residence was Triheni, but he usually resided at Garden Reach, near the residence of his employer Colebrooke, the famous Sanskrit scholar. Panchanan's son-in-law Manohar also lived with him and was as skilled in the art of punch-cutting as himself. Carey enticed Panchanan out of Colebrooke's service through a "pious fraud". At first Carey made several requests to release Panchanan but Colebrooke refused to do so. He then wrote to Panchanan direct offering him higher salary, but this strategy also failed. As a last resort Carey appealed to Colebrooke saying that he wanted Panchanan for a few days at Serampore only to see him. Colebrooke was moved by this appeal and allowed Panchanan to visit Serampore. With the connivance and assistance of the Danish Government at Serampore Carey was successful in detaining Panchanan in spite of Colebrooke's petition to the Government of India for his release. In defence of his action Carey said that Colebrooke should not have the monopoly of a man who was the only skilled mechanic of the kind in the country<sup>9</sup>. But it was not force which detained Panchanan at Serampore. Panchanan was a willing conspirer with Carey.

With the help of Panchanan and Manohar, Carey established a foundry at Serampore to make elegant

founts of type in all the Eastern languages for sale as well as for the needs of the Mission. Panchanan completed 700 punches for Devanagiri letters. As he grew old Manohar took full charge of the foundry and "was subsequently employed for forty years at the Serampore Press and to his exertions and instruction Bengal is indebted for the various beautiful founts of the Bengali, Nagri, Persian, Arabic and other characters which have been gradually introduced into the different printing establishments.

The Serampore Mission Press issued between 1801 and 1832 more than two hundred and twelve thousand volumes in forty different languages. It would be regarded as a remarkable feat even to-day if we consider that for these languages types were designed and cut for the first time. All these publications were not merely translation of the Bible, but also included a large number of original works.<sup>15</sup>

Serampore Press first began and standardised printing in many of the modern Indian languages. Languages like Marathi, Assamese owe their first printed book to this Press. A year after the establishment of the Serampore Mission the Fort William College was founded in Calcutta for imparting knowledge of the Indian languages to British civilians. The authorities of the College felt the need for Indian language publications without which instruction in these languages would be difficult. The College, therefore, encouraged printing presses in Calcutta to cut types and print books in Indian languages. But as these presses were in the hands of the Europeans or Anglo-Indians the founts for Indian language alphabets

made by them were not satisfactory. The College authorities began to encourage the Pundits and Munshis to establish foundries for good, standard founts of Indian alphabets. They offered to patronise presses using such improved founts. The teachers of the Parsi, Hindi, Bengali and other departments of the College designed improved founts and new printing presses established in Calcutta used these founts for printing books written by the professors of the Fort William College. It is said that improved Bengali founts were modelled on the handwriting of Kalikumar Roy, a Bengali teacher of the College, and they were cast by Panchanan Karmakar. It is interesting to note that it was at the College press at Fort William that printing was first used for Hindi works. The impetus which the Fort William College gave to the printing of Indian language books will always have a place of honour in the history of printing in this country.

The idea of printing books in Marathi language originated with the early European Missionaries in India. They had to resort to the native languages for the spread of the Christian religion in India, and hence they felt a great necessity of producing popular translations of the Bible and useful other publications in the native dialects. The earliest printed matter in Marathi script appears in a Latin book viz. "Horti Indici Malabarici", published in 1678.

The Bombay Courier, a premier newspaper in Bombay, started in 1792, was printed in English, Marathi and Gujarati languages.

From 1808 to 1834 Dr. William Carey printed and

published Marathi books in the Serampore Mission press. The Bible (1807) and the Marathi English Dictionary (1810) are two notable publications.<sup>34</sup>

The Gujrati type was first moulded in Bombay by B. J. Chapgar about the year 1797. The first book to print Gujrati characters was Dr. R. Drummond's "Illustrations of the grammatical parts of the Gujrati, Marathi and English languages", published in Bombay in 1808.<sup>35</sup>

Shivaji Maharaj was, perhaps, the first Indian who had the idea of setting up a press; but owing to some difficulties he could not get it worked and sold it in 1674 to Bhimaji Parakh of Gujrat. Parakh set it up successfully with the assistance of an expert from England.<sup>4</sup>

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## CHAPTER XIII

### LIBRARIANSHIP AND DOCUMENTATION

"Documentation is the art of collecting, classifying and making readily accessible the records of all kinds of intellectual activity. It is the process by which the documentist is enabled to put before the creative specialist the existing literature bearing on the subject of his investigation in order that he may be made fully aware of previous achievements in the subject and thus be saved from the dissipation of his genius upon work already done."<sup>1</sup>

Until the nineteenth century, Librarianship and documentation were inseparable. Librarianship was then almost synonymous with bibliography and was thought to be an instrument of providing physical access and content access to its readers. But this service could be maintained only on a local basis. As more and more books came out of the press, it became well nigh impossible to provide physical access, as before. The rapid and unwieldy development of the journal did the same with the content access. The result was that the content access passed out of the hands of the library profession. Librarians became indifferent to documentation which was taken up by others interested. Now-a-days documentation is a specialized branch of study. Still the trends in the development of librarianship and documentation.

1. Bradford, S.C. Documentation, London, Crosby Lockwood. 1953. page 49.

mentations are similar. Documentation is no more than one aspect of the large art of librarianship only.

Librarianship is concerned with every aspect of books while the documentalist is to make available the original information from reports periodicals and pamphlets. So much knowledge is accumulated that the need of a standard classification for the use of abstracting periodicals, as for books becomes indispensable and here classification, which is branch of librarianship, becomes fundamental basis of the process of documentation.

Then cataloguing of books and new issues of periodical is essentially a matter for trained librarians. It is also an important element of the process of documentation. No one else can treat the subject efficiently. Skilled labour is necessary to index the annual output of recorded scientific information. It needs only to be rightly organised.

Physical reservation of records is a primary object of both the librarian and the documentist. The developing of Central Deposit libraries for storage of material from co-operating institutions and agreement among libraries for requiring material in specific subject fields is bringing the library development in close contact with the documentation. Both of them are concerned with acquisition of appropriate materials and their organisation and interpretation for effective use throughout the society. Both need the same kind of theoretical training. Both require subject knowledge through subject specialisation. Both have the work of stimulating research in order to give information and the entire process of bibliographic organisation. Taking these points into

consideration it can safely be declared that librarianship and Documentation are one.

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## CHAPTER XIV

### CARE OF BOOKS

Books in the library are well worth looking after. Everything possible must be done to keep dust and dirt out of a library. When floors need sweeping a good sweeping powder should be used to prevent the dust from rising. The books should be taken from the shelves and before placing them, the shelves should also be cleaned. The books should not be placed near radiators or hot air currents as hot-air dries out the glue and makes the bindings and stitchings crack. The shelves should be sprayed once or twice a year with an insect-repellent aerosol. Leather bound books can be cleaned with a clear polish. It will help to keep leather and to replace some of the natural oils.

If the books are dropped the sewing is sure to be broken and the boards to be crumpled. It should therefore be avoided.

Dampness is harmful for books as it encourages mildew and therefore should not be placed against a damp wall or near a damp floor. Proper ventilation and plenty of sunshine should also be provided.

Sufficient space should be allowed on the shelves for proper storage. While planning, provision for deeper shelves to house various sizes of books should also be kept in mind. The books should never be packed too

tightly on the library shelves so that you can pick up the book on the top otherwise if you pull it out by its back, it will soon be without boards and spine. Books in great demand should be put on the most accessible shelves and books not often needed should be reserved on hard to reach shelves. Books are likely to warp if they are allowed to topple.

Many insects also damage books and book bindings and therefore immediate treatment should be given in time. The shelves should be disinfected with a sprinkling of D.D.T. every now and then. Camphor, naphthalene, borax etc. in little linen bags should be kept on the shelves. Smoking should not be allowed within the library as tobacco fumes are known to be injurious to books, because ammonia is always present in them.

### BINDING OF BOOKS

The aim of binding is to protect the cover, to make the unit as attractive as possible and to keep down the cost of the book. A book is considered to be bound when boards are attached to the sewn sheets before covering material is added. In case of old books, the casing is removed, the sewing is cut, old glue scraped off from the backs of the gatherings and broken folds.

The sections are collated by signatures to make sure that they are all there and the book is complete. In order to make the book compact the sheets are pressed to drive out the air in the paper. The gathering together with the end papers are sewn. The 'flexible all-along' sewing is considered to be the best for the books. The back preserving of the book is glued with thin, hot-glue and then

backed i.e. the backs of the sections are tapped over the edges of the backing boards between which the books is firmly clasped. After this the boards are faced on the tapes and muslin is inserted between split-board. The edges are trimmed and the edges are marbelled, gilt or sprinkled. The covering material is glued to the boards and turned in, and the end papers are pasted down. The spine is lettered and any other decoration added, which constitute finishing.

A good binding depends for its strength on its sewing, 'One sheet on' in the flexible 'all along style'. Strong thick and good quality of thread is essential for good binding. Thread should be made of unbleached linen.

"Binding materials are varied and are difficult to calculate. The cutting out of boards and cloth is straight forward calculation but working out the cost of leathers require practical experience. Due allowance should be made in every case for normal wastage and the cost of paste, glue and other sundries must always be included. The appropriate expense, percentage must be added to the costs of these materials.<sup>1</sup>

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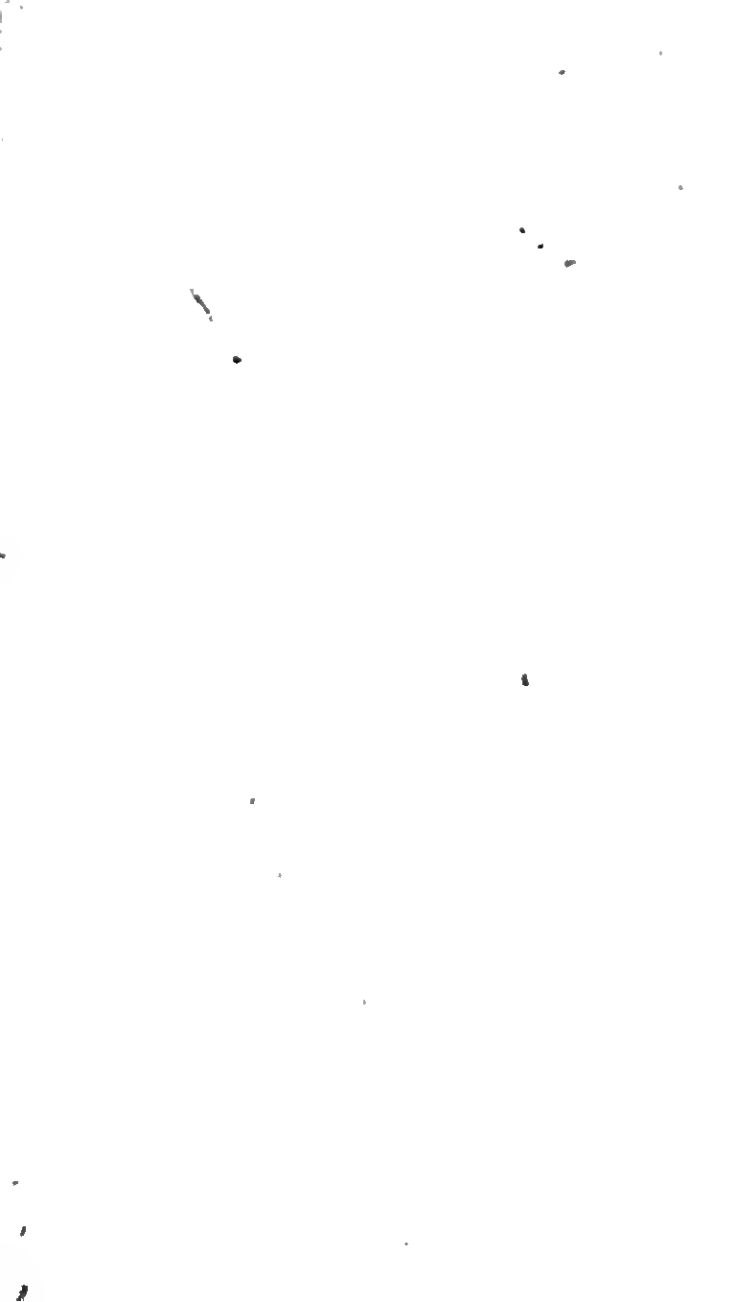
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